



**King County**  
**MEDIC ONE MANAGER**  
**(Medical Services Administrator)**  
**PUBLIC HEALTH- SEATTLE & KING COUNTY**  
**EMERGENCY MEDICAL SERVICES/MEDIC ONE**  
**Annual Salary Range \$80,362.88 - \$101,864.46**  
**Job Announcement No: 05AL5573**  
**OPEN: 10/17/05 CLOSE: Open Until Filled**

**WHO MAY APPLY:** This career service position is open to all qualified candidates.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 600, Seattle, WA 98104 or fax to (206) 205-5430.** Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Felisa Azpitarte at (206) 296-4554 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** King County Medic One, 7064 South 220<sup>th</sup> Street, Kent, WA 98032

**WORK SCHEDULE:** This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

**PRIMARY JOB FUNCTIONS INCLUDE:** This position is responsible for the operations of the 24-hour per day, 7- day per week South King County Medic One Paramedic program, including: the supervision and scheduling of paramedic personnel; assisting in planning, developing and implementing of policies and procedures relating to operation of the paramedic units as directed by the Division Manager; coordinating the delivery of paramedic services with local medical directors, fire departments, adjacent paramedic programs, hospitals and agencies; assuring the availability of skill level training, retraining and other medical resources; assisting the adequate availability of supplies and equipment; providing administrative support to the Division Manager as assigned. Responsibilities include:

- Maintain operational authority for all activities necessary for accomplishment of designated area of the King County Medic One program.
- Secure resources to ensure the Medic One program is properly equipped and trained for safe and efficient service to the public. Exercise command over all apparatus and equipment.
- Maintain strong liaisons with fire departments, other allied emergency service providers and the medical community. Participate in several local and regional committees and serve in a consulting/facilitator role to allied agencies.
- Prepare budget recommendations and administer annual program budget.
- Provide training for advanced life support staff in a variety of county-required training programs
- Make recommendations to Emergency Medical Services Division Manager that may improve the efficiency of the regional operation of the system such as staffing models, Medic Unit deployment, budgetary items, organizational structure and general operating procedures.
- Supervise Medic One employees and ensure compliance with rules, regulations and orders.
- Provide presentations, lectures and training about the King County Emergency Medical Services System to governmental, civic and fire service groups on a local, regional and national level.

- Maintain custodianship of all property assigned to the Medic One program. Conduct annual inventory and coordinate surplus process.

**QUALIFICATIONS:**

- A minimum of five years experience in an EMS system that provides Advanced Life Support services is preferred, with at least two years at a senior level management position with demonstrated experience in successfully managing resources and programs in an EMS system that is comparable to the Seattle-King County System.
- Knowledge of Emergency Medical Services delivery systems.
- Knowledge of Fire Incident Command protocols and operating practices
- Knowledge of Medical Practices and Advanced Life Support protocols and procedures.
- Knowledge of Paramedic field operations
- Knowledge of the principles and practice of participatory management and supervision.
- Ability to effectively use Fire Incident Command Operation skills.
- Ability to facilitate meetings with diverse groups of stakeholders.
- Ability to communicate effectively, both orally and in writing. Ability to prepare and make public presentations.
- Ability to operating personal computers and specialized emergency services software.
- Ability to prepare spreadsheets for purposes of documenting program and budget analyses.
- Ability to operate vehicles used by Emergency Medical Services.

**DESIRED QUALIFICATIONS:**

- A Bachelor's Degree in Business, Management, or other related field.
- Graduation or participation in the National Fire Officer Program and/or CAPSTONE EMS Management Program.
- Knowledge of the University of Washington's School of Medicine Paramedic Training programs
- Knowledge of the relationship of King County's Medic One service to all stakeholders, allied providers, fire officials and the medical community.

**NECESSARY SPECIAL REQUIREMENTS:**

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Washington State Driver's License

**UNION MEMBERSHIP:** This position is non-represented

**CLASS CODE: 8932 SEQUENCE NUMBER: 0076**